

## APPOINTMENTS

Description and Scope - Appointments to the classified service shall be based upon merit and ability to perform the duties of the position, the needs of the employing agency, and the negotiated provisions of collective bargaining agreements concerning seniority and filling of vacancies. Only persons eligible pursuant to M.S. § 43A.10 (Selection Process; Eligibility to Compete), M.S. § 43A.15 (Non-Competitive and Qualifying Appointments) or other statute may be appointed to classified positions.

Objective - To ensure that agencies make all appointments to positions in accordance with statutes, rules, administrative procedures, collective bargaining agreements and plans established pursuant to M.S. § 43A.18 and that such appointments are promptly reported so that employees may receive prompt and appropriate payment for services rendered.

### Responsibilities -

#### A. Appointing Authorities:

- Verify information contained in the application and other supporting documents provided in support of an applicant's qualifications which materially affect the decision to hire.
- Verify possession of appropriate and/or necessary license/certificate. Notify employee of his/her responsibility to retain license/certificate and periodically verify maintenance of license/certificate.
- Check collective bargaining agreements for possible seniority on appointment provisions.
- Inform employees of their type of appointment, salary, terms, conditions, benefits and obligations relating to their appointments.
- Follow appointment procedures established in the "HR Policies and Procedures" found in SEMA4 Help.
- Enter all appointments into the state's HRIS (SEMA4) no later than the payroll deadline of the payroll period following the action.

#### B. Department of Employee Relations:

- Verify legality of all appointments.
- Review and approve requests for non-competitive and qualifying appointments.

- Verify that prior approval was received when required.

NOTE: The responsibilities of appointing authorities and DOER as outlined above also apply to unclassified civil service appointments.

Provisions -

- A. Requests for non-competitive promotions will be denied when the incumbent of the reallocated position:
  - 1. does not possess required license/certificate, or
  - 2. fails to meet formally established requirements for progression between two classes in a series.
- B. Requests for appointments of unclassified incumbents to newly classified positions will be approved only after the employee passes a qualifying selection process and has satisfactorily performed the duties of the position for at least one year.

Other Relevant Laws, Personnel Rules, Contracts and Administrative Procedures

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. M.S. § 43A.10 - Selection Process; eligibility to compete.
- B. M.S. § 43A.15 - Non-competitive and qualifying appointments.
- C. Personnel Rules 3900.7500, Appointments.
- D. Personnel Rules 3900.8100-8400, 8700, 8900-9100.
- E. Administrative Procedure 10, Limited Consideration of State Employees in the Selection Process.
- F. Administrative Procedure 10.B- Alternative Placement and Referral of Employees with Active Workers' Compensation Claims.
- G. HR Policies and Procedures found in SEMA4 Help.
- H. Multi-source Recruitment and Selection Guidebook.